

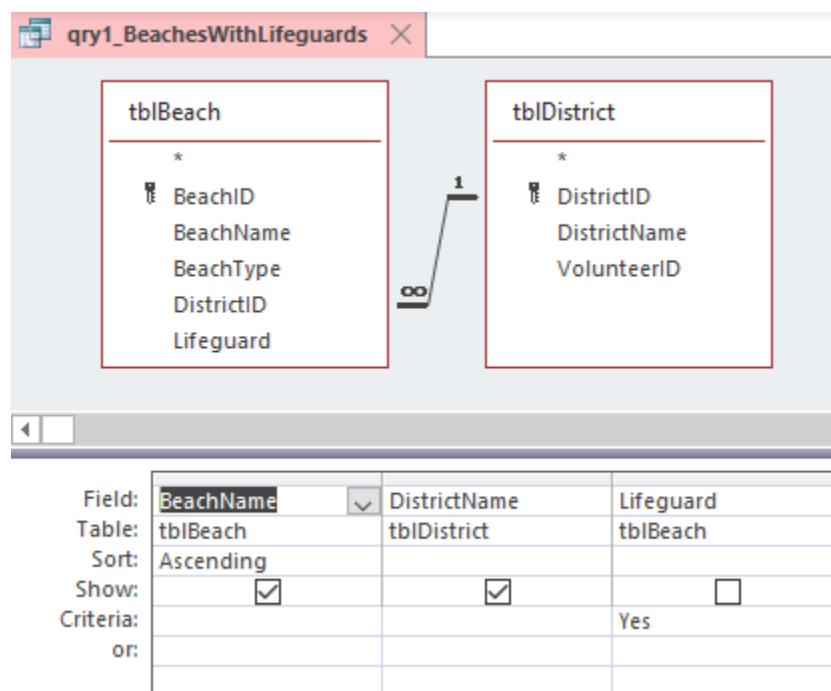
Interface document for use with Activity 3

Queries

In terms of the queries, learners need to make sure that if they have been told to only display particular fields then only those fields are displayed.

(a) Query 1

Add a **design view** screenshot of this query



Add a ***datasheet view*** screenprint of this query

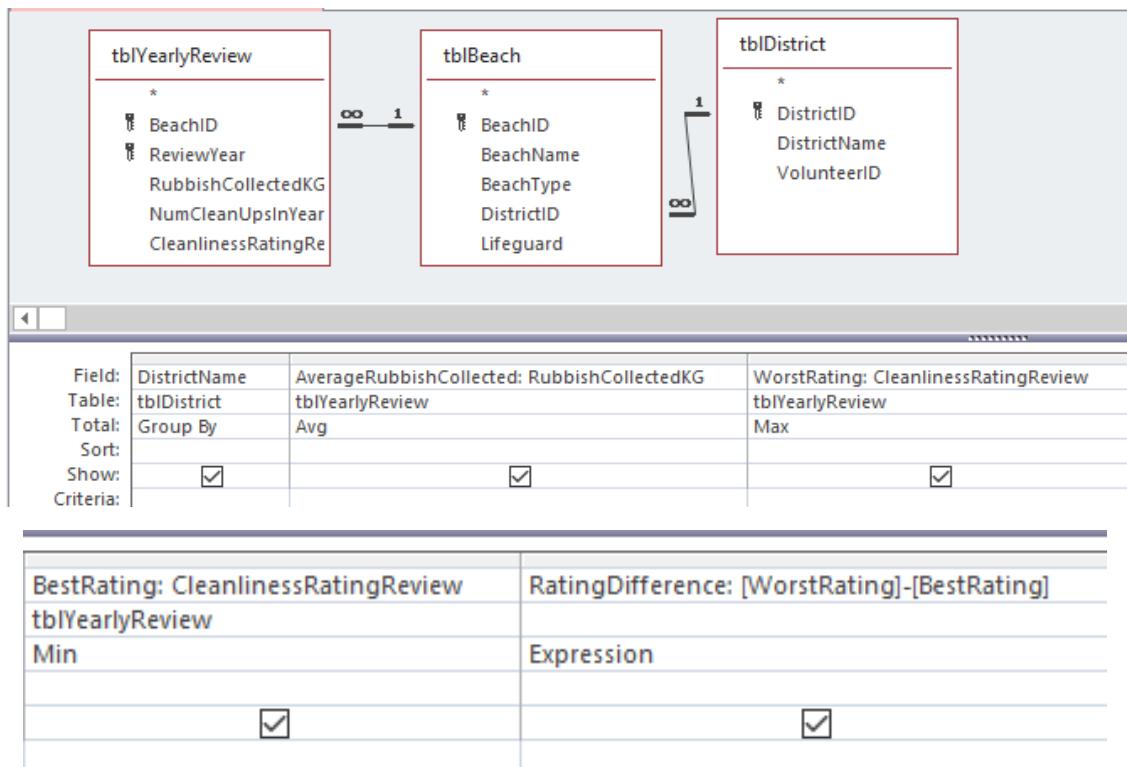
BeachName	DistrictName
Castle	Boroughside
Sidewind	Northend

Ensure the detail can be seen in full.

Learners must ensure the fields are displayed in an order that helps readability. In the first query the importance is on the alphabetically sorted list of beach names so the beach name should appear first.

(b) Query 2

Add a **design view** screenprint of this query



Add a **datasheet view** screenprint of this query

DistrictName	AverageRubbishCollected	WorstRating	BestRating	RatingDifference
Boroughside	136.5	2	1	1
Crimbuston	225.0	3	2	1
Northend	123.5	2	2	0

Ensure the detail can be seen in full

For this query the logical reading order is DistrictName or DistrictID and DistrictName (as the query does not specify), DistrictID by itself would not be useful.

The DistrictName would then be followed by the calculations. The order given above is the good as would be average, best, worst, difference.

Generated fields should have labels that are useful to the reader too.

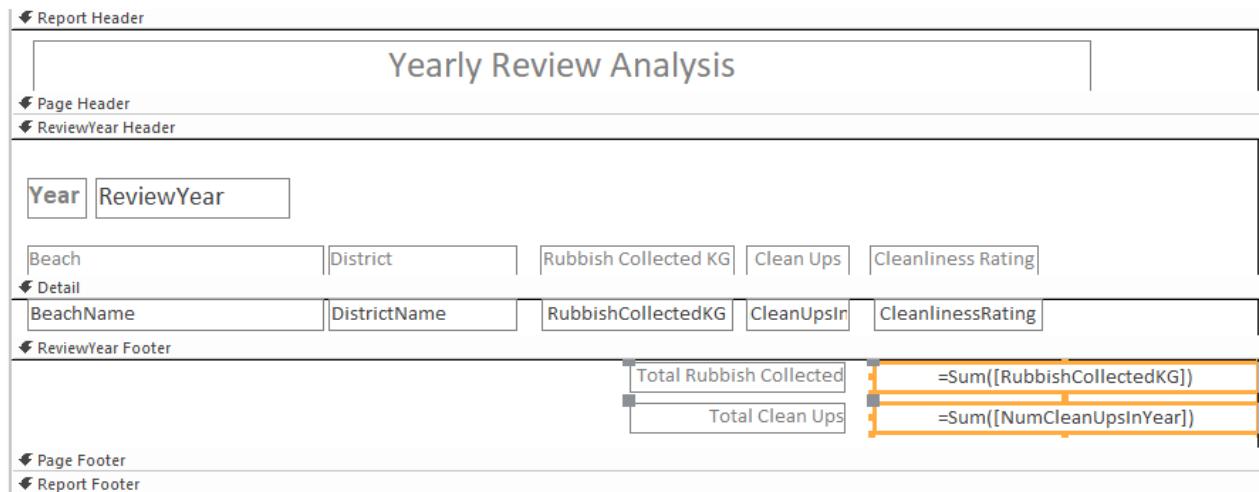
Report

(c) Report in database

Add a **design view** screenprint of the report

Ensure the detail of any calculations etc can be seen in full

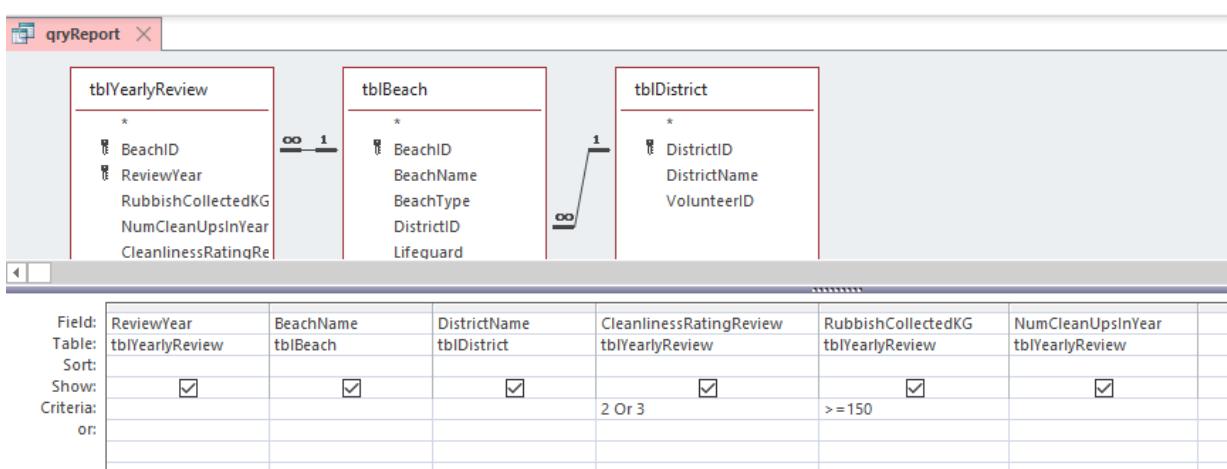
If applicable add **design view** and **datasheet view** screenprints of any queries the report uses



The report is titled "Yearly Review Analysis". The detail section includes fields for Beach, District, Rubbish Collected KG, Clean Ups, and Cleanliness Rating. The footer section contains calculated fields "Total Rubbish Collected" and "Total Clean Ups", both using the formula `=Sum([RubbishCollectedKG])` and `=Sum([NumCleanUpsInYear])` respectively.

Learners need to make sure labels are suitable e.g. spaces. There is also nothing wrong with changing the label altogether so long as it still makes sense and is relevant to the field. Learners should remove the field labels from the page header (if that is where they appear) and move them to the more relevant group header.

Learners must make sure fields are displayed in a logical order to aid readability.



The query design view shows three tables: **tblYearlyReview**, **tblBeach**, and **tblDistrict**. The **tblYearlyReview** table has fields: BeachID, ReviewYear, RubbishCollectedKG, NumCleanUpsInYear, and CleanlinessRatingReview. The **tblBeach** table has fields: BeachID, BeachName, BeachType, DistrictID, and Lifeguard. The **tblDistrict** table has fields: DistrictID, DistrictName, and VolunteerID. The query results grid shows fields: ReviewYear, BeachName, DistrictName, CleanlinessRatingReview, RubbishCollectedKG, and NumCleanUpsInYear. The criteria for NumCleanUpsInYear is set to `>=150`.

ReviewYear	BeachName	DistrictName	CleanlinessRatingReview	RubbishCollectedKG	NumCleanUpsInYear
2018	Norbaston	Crimbuston	2	221	1
2018	Sidewind	Northend	2	247	1
2019	Norbaston	Crimbuston	3	229	1

Learners must make sure they include any queries (in both design and datasheet view) that the report uses. They cannot get credit for any criteria or calculation used in the query without the screenprint(s).

(d) Report exported as PDF

Ensure you have also saved a pdf version of the database report

Learners cannot get credit for presentation of the report without the report itself exported as a PDF for the examiner to look at.